



EMPLOYEE DISCIPLINARY REPORT

To Personnel Department:

The following warning was issued today and I desire that the warning be made a part of the official record.

Jeffrey Denton Old Service 2/21/00  
 NAME DEPARTMENT DATE OF WARNING

- |  |  |   |
|--|--|---|
| 1. <input type="checkbox"/> UNREPORTED ABSENCE                       | 6. <input type="checkbox"/> FAILURE TO OBEY ORDERS       | 11. <input type="checkbox"/> VIOLATION OF SAFETY RULES            |
| 2. <input type="checkbox"/> TARDINESS                                | 7. <input type="checkbox"/> FIGHTING ON COMPANY PREMISES | 12. <input checked="" type="checkbox"/> DEFECTIVE & IMPROPER WORK |
| 3. <input type="checkbox"/> DRINKING ON DUTY                         | 8. <input type="checkbox"/> LEAVING WITHOUT PERMISSION   | 13. <input checked="" type="checkbox"/> CARELESSNESS              |
| 4. <input type="checkbox"/> REPORTING UNDER THE INFLUENCE OF ALCOHOL | 9. <input type="checkbox"/> HOUSEKEEPING                 | 14. <input type="checkbox"/> DESTRUCTION OF COMPANY PROPERTY      |
| 5. <input type="checkbox"/> INSUBORDINATION                          | 10. <input type="checkbox"/> IMPROPER CONDUCT            |   |

REMARKS

*On the afternoon of Feb 21-00 I talked to Jeff about a customer's car he serviced and did not check the oil level when done, we had to send shop foreman to customer's house to add 4 qts of oil to engine, another silhouette was over filled by 2 qts and another customer's car had brake pads that were worn down to metal - continued on reverse side*

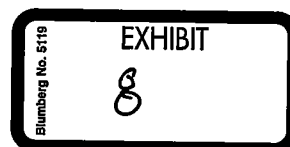
*Robert Brauhagen Jr.*  
 Signature of Supervisor

I have read this report - - - - - Signature of Employee

-THE ABOVE OFFENSE OR OFFENSES HAVE BEEN NOTED AND ARE MADE A PART OF THE ABOVE EMPLOYEE'S RECORD AS OF THIS DATE.

Personnel Department

Date



brake inspection, worn out brakes were not brought to advisor's attention to notify the customer. I have counseled Jeffrey on numerous occasions about his thoroughness and explained to him no more instances of his not properly checking his work would be tolerated!